

ELKHART COUNTY GOVERNMENTAL POSITION VACANCY NOTICE

CHIEF PUBLIC DEFENDER

DEPARTMENT: Public Defender's Office

SALARY: Negotiable

BENEFITS: Full Benefits Offered

DATE POSITION TO BE FILLED: January 1, 2017

HOURS & DAYS OF WORK: Full Time - Minimum 40 hours/week - no private practice

LOCATION OF POSITION: *Elkhart*

TRAVEL REQUIREMENTS: Primarily within Elkhart County (Please fill out driving page on application)

JOB SUMMARY:

Department Head to supervise staff providing legal services to all clients to whom the Public Defender's Office is appointed. May also perform duties of staff attorneys to provide legal assistance in Child In Need of Services, Parental Termination matters and juvenile delinquencies as needed. Conducts client interviews, both in and out of correctional facilities, prepare for and conduct trials, assist in locating witnesses, draft appropriate motions and general correspondence as needed. Also provides supervision to support staff and investigators.

JOB REQUIREMENTS:

- ▶ Law degree (J.D.) from an accredited law school
- ▶ Must be admitted to practice law in the State of Indiana
- ▶ Criminal Law Experience preferred, but not mandatory
- ▶ Bi-lingual (Spanish) abilities helpful
- ▶ Pre employment background check

APPLICATIONS AVAILABLE:

Elkhart County Human Resources

117 N. Second Street, Goshen, IN 46526

Telephone: (574) 535-6725 FAX: (574) 535-6750

E-mail: personnel@elkhartcounty.com

Web Site: www.elkhartcountyindiana.com

LAST DAY TO APPLY: Friday, December 2, 2016
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Elkhart County is an Equal Opportunity Employer